

Extended School Year (ESY) Volunteer Application



Department of Special Education Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 336-48
March 2017
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INSTRUCTIONS

Please complete this form if you are interested in being a volunteer for the Extended School Year (ESY) Program in Montgomery County Public Schools (MCPS). See [MCPS Regulation IRB-RA, Volunteers in Schools](#). Middle school and high school students in good academic standing and who have a strong commitment to assisting others may apply.

Name _____ Date ____/____/____

Address _____

Telephone Day ____-____-____ Evening ____-____-____ Cell ____-____-____

E-mail address _____

Emergency Contact Name _____ Phone ____-____-____

Please attach a copy of a valid photo identification.

Driver's License State Identification Student ID card Other (specify) _____

Please note that during designated school hours, all visitors, including volunteers, must sign in at schools using the MCPS Visitor Management System (VMS). The VMS scans the visitor's driver's license or state-issued identification card against the state sex offender registry. The VMS also produces a nametag that should be worn at all times while in the school building.

What language(s) do you speak/read? (please specify) _____

Are you an MCPS student? Yes No If yes, MCPS Student ID # _____

If yes, what school do you attend? _____

At the completion of ESY volunteer service, students should complete [MCPS Form 560-51, Student Service Learning \(SSL\) Activity Verification](#), and submit to the Special Education Cluster Supervisor or ESY Site Coordinator.

All volunteers who regularly support schools and students must complete the Child Abuse and Neglect volunteer training. This training requirement also applies to volunteers who regularly support school-sponsored activities ([Board of Education Policy JHC, Child Abuse and Neglect](#), and [MCPS Regulation JHC-RA, Reporting and Investigating Child Abuse and Neglect](#).) The child abuse training is online at www.montgomeryschoolsmd.org/childabuseandneglect. The on-line training is available in English, Spanish, French, Korean, Chinese, Vietnamese, and Amharic. An ESY volunteer must complete an on-site face-to-face training session scheduled by the Special Education Cluster Supervisor or ESY Site Coordinator. (See [MCPS Volunteer Frequently Asked Questions](#)).

AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (please specify time)					

CHECK ALL THAT APPLY

- Classroom assistance
- Main Office assistance
- Breakfast/Lunch assistance
- Other (explain) _____

SITE PREFERENCES

1.	2.	3.
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STATEMENT OF COMMITMENT

As a volunteer working in MCPS, I agree to—

- Attend a volunteer training session at the site you are assigned to volunteer.
- Follow Montgomery County Board of Education policies and MCPS regulations and rules that are applicable.
- Honor the commitment to volunteer as scheduled.
- Sign in and out in the school’s main office.
- Keep school and student information confidential.
- Notify the school in advance if I must be absent.

I have completed the MCPS online Child Abuse and Neglect volunteer training. Please attach a scanned copy of your confirmation e-mail verifying that you have completed the training.

Volunteer Signature _____ Date ____/____/____

Parent/Guardian Signature *(if volunteer is under 18 years of age)* _____ Date ____/____/____

Send completed application to:
Department of Special Education Services
850 Hungerford Drive, Room 230
Rockville, Maryland 20850
Fax: 301-279-3801